

COMPLETING THE PPS 3051, PERMANENCY PLAN FOR CHILD IN CUSTODY

The PPS 3051 serves as the case plan form for children in the custody of the Secretary of DCF. It is to be used for all cases where the family has children in DCF custody, no matter who is providing the services. Case planning assures that the child, family, DCF, and contractor staff understand the reasons agency intervention is necessary, the strengths/resources the family brings to the process, and the needs of the child to be addressed. See section 3200 of the PPS PPM for more information.

Prior to the first case plan, each participant shall have an opportunity to read the PPS 3049 An Introduction and Parents Guide to Case Planning Conferences.

The Permanency Plan for Child in Custody, shall be completed, signed, and dated for every case where the court has granted custody of a child to the Secretary of DCF. Also, the Permanency Plan Administrative Requirements (PPS 3052), Parent/Child Interaction Schedule (PPS 3053), and Visitation Schedule (PPS 3054) shall be completed and shared with the family. The Permanency Plan Services and Codes (PPS 3057) is for internal purposes and shall be completed and sent to DCF along with other case planning documents. The Case Plan Review form (PPS 3055) is used to review progress on the case plan with the family between case planning conferences.

In section 2 of the Permanency Plan for Child in Custody, The Reason for Agency Involvement shall be gathered from the PPS 2030F Family Based Assessment and Summary. The child and family shall also be asked about their perception of the reason the agency is involved and their strengths and resources. Their input shall be a part of the case planning process and documented on the PPS 3050.

Section 3 provides case planning participants with explanations of the possible outcomes of following or not following the tasks and objectives listed in the case plan. It also provides a space to document what has happened since the last case planning conference, if this is not the first case plan being completed.

In section 4, list the tasks of mutual agreement between the family and service providing workers. These tasks are to be a natural outgrowth from the PPS 2030F, Family Based Assessment Summary, and should reflect positive resolutions of the reason for agency involvement. The tasks should be stated as the end results of the specific actions taken by individual family members. There must be at least one task for each Permanency Objective. As each permanency objective and task is developed with the family, a discussion of the criteria for success shall occur so that the family clearly understands what is expected of them in behavioral terms. Resolution of tasks shall be noted in the "Achieved Date" column with the date the task was achieved or NA if the task is no longer needed.

In Section 5, interaction and visitation plans shall be written. These are the general plans for the frequency of contacts and factors that may change over time. The actual schedule of interactions/visitations shall be noted on stand-alone forms, the PPS 3053 and PPS 3054. These forms are to be updated when the visit schedule changes. A new case plan does not have to be completed.

Section 6 includes information about the child's placement history. A printout from the Child Welfare Case Management Provider's computer system may be attached rather than listing each placement separately. In this section, information regarding how each placement is safe, meets the needs of the child, least restrictive, consistent with the best interest of the child and in close proximity to the parents shall be documented. The proximity to the child's home school, the appropriateness of the educational setting, coordination with home school staff, the reasons for and reactions to moves, and relative considerations shall also be addressed.

In section 7, the well-being of the child is documented. If this is not the first case plan, a summary of the child's well-being since the last case plan shall be provided. Needs to be addressed shall have a task written in Section 4, and the number of that task noted in this section. Document any ICWA determination needs. Also document that

the child received timely treatment for needs identified. This section is also used to provide authorization for sleepovers, self-care, physical restraint, driving, or high risk activities, if applicable.

Section 8 provides spaces for participant signatures. Note that names shall also be printed so that accurate data entry is possible. If the youth is age 14 or older, the signature acknowledges they received and had explained: Appendix 7D, Do you Know Your Rights as a Kansas Foster Youth; their health rights; and the right to have an annual credit check. The parents are asked to sign at the bottom of this section and their signature also provides permission for participants to share information so that the case plan tasks and objective can be implemented.

